

JAILER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance level positions in the jail, the primary duties of which involve the custody and supervision of detainees and inmates and the security and maintenance of the jail facility and operations. Employees of this class are responsible for booking and processing arrestees, supervising inmate activities, and maintaining records, equipment and supplies for the jail. Incumbents receive specific instructions for most duties, but may work independently in certain designated areas. Jailers report to and have work reviewed by the Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs booking procedures for inmates in accordance with established procedures, including reading the inmate his/her rights, securing personal property, fingerprinting and photographing inmate, and conducting searches for contraband. Determines inmate cell placement within jail facility, and places inmate in isolated or grouped cells as needed. Receives identification information on arrestees, such as name and address, date and time of arrest, charges, and name of arresting officer. Maintains such records in accordance with departmental procedures.

Supervises inmates and monitors the operation of the jail on an assigned shift by performing duties necessary for the proper feeding, clothing, safety and general health of inmates. Supervises and provides necessary assistance for inmates during times of meals, baths, and exchange or distribution of clothing. Accompanies or transports inmates to outside facilities using departmental vehicles. Monitors inmates during visitations and recreational or rehabilitation activities. Notifies supervisor of need to call a physician or calls a physician if inmate needs medical attention. Assists nurse or physician in providing medical care to inmates and administers medicine as directed. Provides emergency medical care by administering first aid and CPR, as may be necessary. Hears inmate grievances and counsels inmates.

Makes periodic inspections of the jail facility and equipment in order to maintain jail cleanliness and security. Personally performs or supervises inmates who perform facility maintenance

duties. Tours total jail area, accounting for all inmates present, checking on special or isolated inmates, and conducting searches for contraband. Inspects packages and mail, and screens visitors according to established policy. Prevents or controls fighting or other disruptive behavior, using weapons or restraining devices when necessary. Disciplines inmates for violations or infractions of rules. Operates security devices.

Completes and files all forms and records of jail activity or other related matters as required. Retrieves forms and records as needed. Reviews records of previous shift activity. Writes reports as directed.

Organizes and maintains the inventory, purchasing, and disbursement of supplies and equipment for the jail in accordance with departmental policy. Inspects facilities and makes minor repairs as needed. Reports or arranges for needed repairs and maintenance of jail facilities and equipment. Inspects equipment after repairs are completed to ensure proper working condition.

Participates in all training directed by the department. Studies assigned material relating to regulations, policies or laws, and follows written or verbal instructions from supervisors.

Promotes a positive public image of the work of the police department in the daily performance of duties. Receives telephone calls and answers inquiries about jail operations. Handles complaints from the public. Coordinates work of the department with related agencies. Conducts tours of department facilities.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the

applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must possess a valid driver's license.

Must not be less than eighteen (18) years of age.